

15 June 1981

Operations

OPERATIONAL REPORTING

This regulation sets guidance for using the Air Force Operational Reporting System (AFOREP). It applies to personnel assigned to the 6924 ESS.

1. Definitions:

- a. OPREP-3 is a report sent by voice and teletype message of a significant event or incident that occurred or is in progress. Voice and teletype message follow-up reports are sent as necessary. You may send OPREP-3 to the National Military Command Center (NMCC); Chief of Staff, Air Force (CSAF); major commands; and intermediate commands.
- b. The Commander's Situation Report (SITREP) is a report intended for the commander to report such subjects as Defense Condition (DEFCON) status, operational problems, facts on those problems, requests for assistance, and any other facts not reportable in an OPREP-3 report or by other means.
- c. JOPREP JIFFY is a standard flagword used to show electrical messages and operational reports between operation centers.
- d. BEELINE is a standard flagword used in OPREP-3 reports. BEELINE means the reported information is of interest to the Air Force only.
- e. PINNACLE is a standard flagword used in OPREP-3 reports. PINNACLE means the reported information is of national level interest.
- f. Unit Identification Code (UIC) is a six-place code assigned to the each unit and used in many JCS reports. The 6924ESS UIC is: FF2XX0.
- g. Emergency Operations Center (EOC). The physical location where the commander directs and controls the unit's response. The Emergency Actions Team (EAT) members operate from the EOC to advise and assist with the unit response to emergency situations. Normally the EOC will locate in rooms 301K and 301L in the Field Station Kunia (FSK). The EOC uses only half of Room 301K which adjoins Room 301L to allow work space for other personnel in that area.
- h. Emergency Actions Team (EAT). The EAT consists of the Commander, Orderly Room Representative, Chief of Operations, Chief of Security Police, Chief of Administration, Disaster Preparedness Officer or NCO, Plans NCO, EOC Controller, EOC Reporter, EOC Recorder, EOC Entry Controller, and EOC runners as needed. Due to the limited EOC facilities, the Chief of Budget and Chief of Logistics join the EAT only if necessary.

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2. References:

- a. JCS Publication 6, Volumes II and V, JRS, U.S. Air Force Reporting Instruction, are directives for the AFOREP system.
- b. ESC War and Mobilization Plan, Volume I, Annex C, ESC Emergency Action Plan (EAP), gives guidance for use and preparation of OPREP-3 reports. It includes specific reporting instructions for all ESC units.
- c. PACAFR 55-3, Volume III, PACAF Operational Reporting System, OPREP-3 Event/Incident Reporting, implements within PACAF the OPREP-3 reporting system as set up by JCS, CINCPAC, and HQ USAF. THIS DIRECTIVE TAKES PRECEDENCE OVER ALL OTHER OPREP-3 REPORTING INSTRUCTIONS.

3. Responsibilities:

- a. Only the commander or on-duty flight commander is authorized to release OPREP-3 and SITREP reports. The commander ensures that unit policies meet ESC and host base or service needs.
- b. When activated, the 6924ESS EOC/EAT assumes all responsibility for OPREP-3 reporting. The responsibility reverts back to the on-duty flight commander after the 6924ESS EOC/EAT deactivates.
- c. The unit host tenant support agreement monitor ensures that the host tenant support agreements and other support agreements contain all operational reporting needs.
- d. Flight commanders and EAT members must familiarize themselves with OPREP-3 or SITREP reporting requirements.
- e. EAT members must know how to take charge of the 6924ESS EOC and direct emergency operations.
- f. Supervisors ensure that their people know OPREP-3 reporting standards.
- g. Personnel must immediately report any actual or probable event, incident, or disturbance, which meets OPREP-3 reporting standards to the commander or on-duty flight commander.

4. Procedures. Sample formats for teletype record reports are in attachment 1 - PINNACLE, attachment 2 - BEELINE, and attachment 3 - SITREP. AF Form 41, OPREP-3 BEELINE, is given to on-duty flight commander to prepare the telephonic report. AF Form 41s are located in the EAP Notebook #3 (Red) near the flight commander's desk.

- a. The commander or on-duty flight commander will:

(1) Call the HQ PACAF Command Center, Extension 449-1751 (unsecure line) to send a telephonic PINNACLE or BEELINE report. Use AF Form 41 to prepare the telephonic report before giving the information on the telephone. Ensure that HQ PACAF Command Center knows to include HQ ESC/DORC as an addressee for all up-channel reporting about the 6924ESS.

(2) Refer to PACAFR 55-3, Volume III; and attachments 1 thru 3 of this regulation to send a teletype record report.

(3) Ensure that PINNACLE reports sent by the Army or Navy about FSK include HQ ESC/DORC as an information addressee.

(4) Report incidents involving Air Force personnel thru Air Force channels only.

(5) Report incidents involving Air Force property, equipment, resources, etcetera, thru Air Force channels.

(6) Ensure that all outgoing reports are drafted in proper format, numbered, and logged.

b. The on-duty flight commander will try to notify the commander before sending reports. However, ensure that time limits in PACAFR 55-3, Volume III, paragraph 1-8, are met.

c. When the 6924ESS EOC is activated, EOC Controllers will:

(1) Ensure that reports are drafted in proper format.

(2) Number and log all outgoing reports.

FOR THE COMMANDER

michael l morgan
MICHAEL L. MORGAN, SSGT, USAF
Chief of Administration

3 Attachments

1. Sample for OPREP-3 PINNACLE
2. Sample for OPREP-3 BEELINE
3. Sample for SITREP report

Following is a sample teletype OPREP-3 PINNACLE report. This is for guidance only and does not relieve preparing personnel of the requirement to know the OPREP-3 referenced directives.

FM 6924ESS KUNIA HI

TO NMCC WASHINGTON DC

CINCPAC HONOLULU HI

HQ USAF WASHINGTON DC

CINCPACAF HICKAM AFB HI//DOCC//

INFO ESC KELLY AFB TX//DORC//

6940ESW FT GEORGE G MEADE MD//CC//

ESP HICKAM AFB HI//CC//

AFEOC FT RITCHIE MD

COMNAVSECGRU WASHINGTON DC

DIRNAVSECGRUPAC PEARL HARBOR HI

UNCLAS/JOPREP JIFFY/IN/FF2XXS/6924ESS/OPREP-3 PINNACLE/001

Narrative content to include the following:

- a. Unit involved and location of unit.
- b. What happened.
- c. Name, rank, and unit of assignment of personnel involved in an incident. In case of death of U.S. personnel, do not include names.
- d. Place of event or incident.
- e. Why did it happened.
- f. Original source of information, if available.
- g. The final entry includes the time of event or incident notification to the reporting command center or post and if the report is final or further OPREP-3 reporting is expected.

Following is a sample teletype OPREP-3 BEELINE report. This is for guidance only and does not relieve preparing personnel of the requirement to know the OPREP-3 referenced directives.

FM 6924ESS KUNIA HI

TO BQ USAF WASHINGTON DC

CINCPACAF HICKAM AFB HI//DOCC//

ESC KELLY AFB TX//DORC//

ESP HICKAM AFB HI//CC//

INFO AFEOC FT RICHIE MD

6940ESW FT GEORGE G. MEAD MD//CC//

UNCLAS/JOPREP JIFFY/IN/FF2XX0/OPREP-3 BEELINE/001

Narrative content to include the following:

- a. Brief identification of the event or incident reported followed by the time of occurrence.
- b. What happened.
- c. Name, rank, and unit of assignment of personnel involved in an incident. In case of death of U.S. personnel, do not include names.
- d. Where and why did it happen.
- e. Original source of information, if available.
- f. The final entry will include the time of event or incident notification to the reporting command center or post and if the report is final or further OPREP-3 reporting is expected.

Following is a sample teletype Commander's Situation Report (SITREP). This is for guidance only and does not relieve preparing personnel from SITREP requirements in HQ ESC War and Mobilization Plan, Volume I, Annex C.

FM 6924ESS KUNIA HI

TO CINCPACAF HICKAM AFB//DOCC//

ESC KELLY AFB TX//DORC//

HQ USAF WASHINGTON DC - only when sending SITREP as a follow-up to OPREP-3.

INFO ESP HICKAM AFB HI//CC//

6940ESW FT GEORGE G MEADE MD//CC//

3480TCHTG GOODFELLOW AFB TX//XP//

S E C R E T/JOPREP JIFFY/FF2XX0/SR/SITREP-001

THE 6924ESS ATTAINED DEFCON THREE STATUS 1400Z, 1 JUN 81.

REWW (DATE)

(THIS PAGE IS UNCLASSIFIED, FOR EXAMPLE ONLY)